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| Job Title: | Police Officer | Wage/Hour Status: | Non-Exempt |
| Reports To: | Police Chief | Pay Grade: | |
| Dept. /School: | District Wide/ Assigned Campus(es) | Date Revised: | 01/24/2019 |

Primary Purpose:

Patrols district property to protect all students, personnel, and visitors from physical harm and to prevent property loss to the district due to theft or vandalism. Enforces all laws including municipal ordinances, county ordinances and state laws. Work independently.

Qualifications:**Education/Certification:**

High school diploma or GED
Texas Police Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)
Valid Texas driver's license

Special Knowledge/Skills:

General knowledge of criminal investigation, police report writing and criminal laws
Training in subduing offenders, including use of firearms and handcuffs
Bondable as required by Texas Education Code 37.081(h)
Ability to pass required physical, psychiatric, and drug tests
Strong communication, public relations and interpersonal skills
Ability to work well with youth and adults
Knowledge of state compulsory attendance laws
Ability to interpret laws, policies, and procedures
Ability to operate personal computer to develop databases and do word processing
Ability to travel district wide to conduct home visits and visit sites where truant students have been reported to the district

Experience:

Background in law enforcement or related work experience.

Major Responsibilities and Duties:**Law Enforcement:**

1. Patrol assigned campus(es) and routes walking or driving within district jurisdiction.
2. Respond to all calls from campuses concerning crisis situation, accidents, and reports of crime.
3. Investigate all criminal offenses that occur within the jurisdiction of the district.
4. Assist in investigation of unexcused and excessive absences and enforce provisions of compulsory attendance laws.
5. Assist in investigation of suspected fraud against the district involving residence requirements within the school district.
6. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
7. Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
8. Conduct home visits and parent conferences on student truancy and attendance problems in conjunction with campus administration.
9. Write effective, legal incident reports.
10. Testify in court as needed.

Consultation:

11. Work cooperatively with other police agencies to share information and provide other assistance.

Safety:

12. Assist in providing traffic control at athletic events, school closings or openings, or at any other time.
13. Provide protection or escort district personnel as needed.
14. Operate all equipment including firearms according to established safety procedures.

Administration:

15. Compile, maintain, and file all reports, records and other documents required, including affidavits for arrest, incident reports, and activity reports.
16. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

District vehicles, firearms, handcuffs, alarm systems, fire extinguishers, security equipment, personal computer, printer, calculator, copier, fax machine. Drive district truck/automobile.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of district at odd hours; on call 24 hours a day.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.